

# **Utah Board of Pardons & Parole**

**January 2021**

**Presentation to the Executive Offices and  
Criminal Justice Appropriations Subcommittee**





## Overview of the Board of Pardons & Parole

### Who We Are:

- ✓ Technical and Clerical Staff (23 FTE)
- ✓ Hearing Officers (9 FTE)\*
- ✓ Board Members (3 FTE)\*
- ✓ Part-Time Pro Tempores (4 PT)\*
- ✓ Administrative (1 FTE)

**40 Board Staff  
Members**

*\* Current vacancies: 2 Board Member positions, 1 Hearing Officer position & 1 Pro tempore position*



## Overview of the Board of Pardons & Parole

### What We Do — Responsibilities of Board Members

- ✓ **Prison Release Hearings & Decisions**  
*(for individuals in prison — the Board determines prison release decisions, parole supervision conditions and expirations and terminations from prison)*
- ✓ **Parole Supervision Hearings & Decisions**  
*(for individuals on parole — the Board creates parole conditions, issues warrants and conducts parole violation and evidentiary hearings, imposes sanctions, adjusts supervision conditions and determines terminations of parole sentences)*
- ✓ **Commutation & Pardon Hearings & Decisions**  
*(for individuals seeking pardons and commutations — the Board conducts hearings and grants pardons and commutations)*

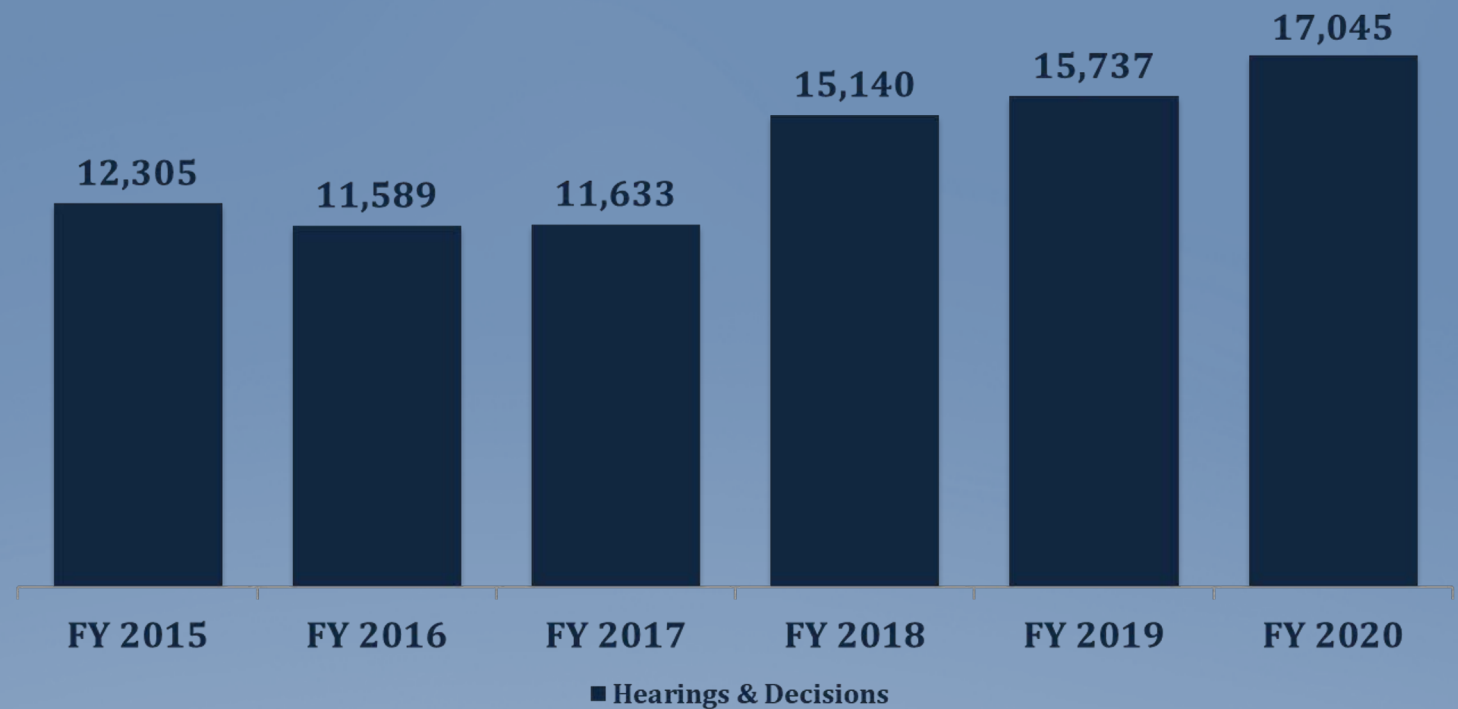


## Overview of the Board of Pardons & Parole

### High Volume of Work – Essential Decision Making

Between FY2017 and FY2020, there was a **46.5% increase** in the Board's hearings and decisions

....or **5,412 additional** hearings and decisions







## Overview of the Board of Pardons & Parole

### Responsibility and Workload

- ✓ On January 14, 2021 there were:
  - ✓ 5,505 incarcerated individuals in Utah's prison system
  - ✓ 4,425 individuals on parole supervision
- ✓ *Combined, the Board has jurisdiction over nearly 10,000 individuals*



## Overview of the Board of Pardons & Parole

**Critical Role of Board Staff — *work that supports over 15,000 hearings and decisions by the Board on a yearly basis***

- ✓ Conduct complex calculations and analysis of incarceration credit for time served, toll time, consecutive and concurrent offenses, and sentencing and supervision guidelines
- ✓ Provide expertise, notification, and hearing process guidance to victims for Board hearings



## Overview of the Board of Pardons & Parole

### Critical Role of Board Staff

- ✓ Manage complex scheduling to ensure timely hearings and guarantee disclosure of all hearing documents per legal requirements
- ✓ Manage incoming judgement and commitments, intake document collection, and initial tentative hearing schedule
- ✓ Research and prepare mandatory time cuts, termination, warrant, parole violation, waiver, and restitution information for Board reports and decisions

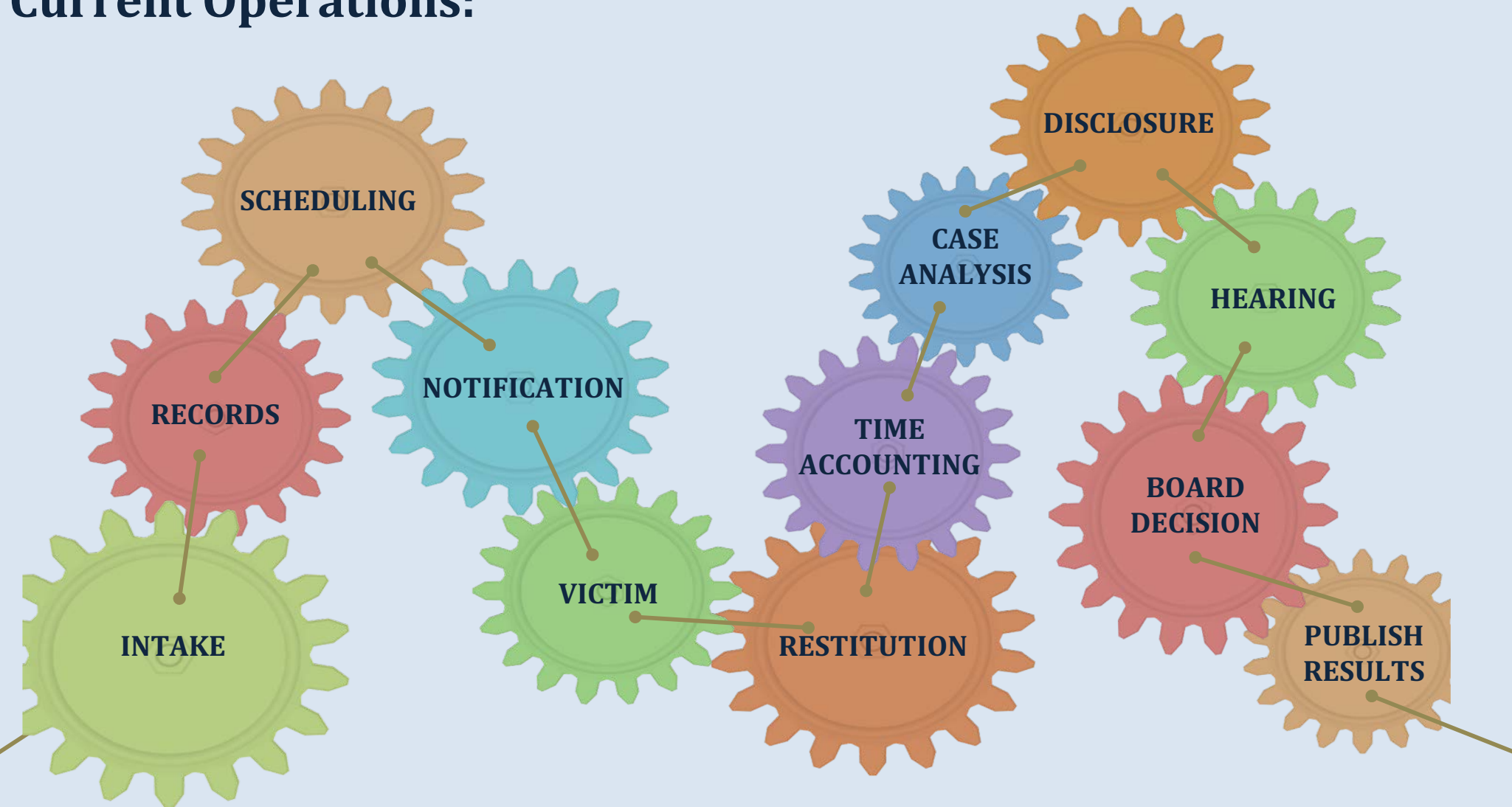


## Current Operations:

A diagram illustrating the current operations as a series of interconnected gears. The gears are arranged in a roughly circular pattern, with lines connecting them to show a flow. The steps represented by the gears are:

- INTAKE (Green gear, bottom left)
- RECORDS (Red gear, middle left)
- SCHEDULING (Orange gear, top left)
- NOTIFICATION (Light blue gear, middle)
- VICTIM (Light green gear, bottom middle)
- RESTITUTION (Orange gear, bottom middle)
- TIME ACCOUNTING (Purple gear, middle right)
- CASE ANALYSIS (Blue gear, top middle)
- DISCLOSURE (Orange gear, top right)
- HEARING (Light green gear, middle right)
- BOARD DECISION (Red gear, bottom right)
- PUBLISH RESULTS (Orange gear, bottom right)

The gears are interconnected, suggesting a sequential or interdependent process flow.







## Overview of the Board of Pardons & Parole

### Priorities:

- ✓ High quality decisions
- ✓ Timely decisions
- ✓ Transparency



## **Progress & Accomplishments**

### **High Quality Decisions:**

- ✓ Evidence-based practices
- ✓ Structured-decision making
- ✓ Validated risk and need assessments



## **Progress & Accomplishments**

### **Timely Decisions:**

- ✓ Smart scheduling
- ✓ Publication of results
- ✓ Notification of hearings and Board orders





## Progress & Accomplishments

### Transparency:

- ✓ Preserving essential records
- ✓ Public access to real-time information including scheduled hearings, calendar, and decisions
- ✓ Live video stream access to Board hearings

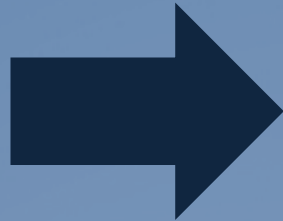


## Progress & Accomplishments

9,496 Files Uploaded  
*(1.2 million pages scanned)*



Where We  
Were  
*All Paper*



Where We  
Are  
*Most Records Scanned - Several  
Foundational Parts of the  
Record System in Place*



Where We're  
Going  
*Complete  
Electronic Records  
System*



## Progress & Accomplishments

### **BOPP Document Management Library**

Completed: October 25, 2017

### **BOPP Web Conversion Upgrade**

Completed: November 14, 2017

### **Document Management Upgrade**

Completed: April 16, 2018

### **Sentencing Guidelines**

Completed: September 11, 2018

### **Web Forms**

Completed: October 9, 2018

### **Offender Notifications**

Completed: December 5, 2018

### **Sentencing Guidelines Admin Module**

Completed: Spring 2019

### **Hearing Waivers**

Completed: Fall 2019

### **Uploading File Room**

Production Release: In Progress

### **Decision Item & Routing**

Completed: Summer 2020

### **Decision Forms & Reports**

Production Release: Spring 2021

### **Decision Voting & Results**

Production Release: 2022

### **Scheduling & Calendaring**

Production Release: Future

### **Supervision Guidelines**

Production Release: Future

### **Decision Module: Phase 2**

Production Release: Future



*Future schedules and dates are estimates*





## Challenges & Next Steps

- ✓ Information technology resources are needed to continue and maintain the Electronic Records project
- ✓ Sufficient staff resources are critical to address the significantly increased workload



## Impact of COVID-19

### *Numbers From March 2020 to December 2020*

- ✓ 1,795 prison release decisions requested by the Department of Corrections related specifically to COVID-19
- ✓ A total of 1,344 incarcerated individuals were released to assist with COVID-19 management within the prison system
- ✓ Overall, an average of 65 days were cut from incarcerated individual's sentences who received an early release



## Impact of COVID-19

### *Responding to COVID-19*

- ✓ Smart scheduling
- ✓ Increased use of video hearings
- ✓ Live stream hearings
- ✓ Remote victim participation
- ✓ Increased collaboration with the Department of Corrections



# **Utah Board of Pardons & Parole Appropriation Requests**





## **Board of Pardons and Parole Budget RESTORATION Requests**

**Additional Technical and Clerical Staff - \$281,400 ongoing;  
\$11,400 one-time** *(considered restoration as the Legislature funded this item in the 2020 General Legislative Session - then cut during Special Session)*

*This request is essential to keep pace with a significantly increased workload associated with a 46% increase in Board hearings and decisions.*

### **Restoration of COVID-19 Reduction - \$121,000 ongoing**

*Due to anticipated revenue shortfalls due to the COVID-19 pandemic, the Board's ongoing budget was reduced by \$121,000 ongoing during Special Legislative Session.*

*The reduction resulted in very limited or no staff training, a slow-down of the electronic records project, decreased availability of pro tempore Board members, limitation on inmate psychological evaluations, among other essential items.*



## **Board of Pardons and Parole Budget Requests**

### **Ongoing Support for Electronic Records System - \$450,000 ongoing**

*Without this funding, the Board's electronic records project cannot be completed. This will leave the Board Members and technical/clerical staff working with both a paper-based process and electronic-based process.*

*The funding not only allows for completion of the project, but also provides necessary and ongoing support of this new system – to include technical fixes and additional components that will assist the Board and its staff with their work.*

### **Maintain Defense Counsel Contract - \$10,000 ongoing**

*The Board maintains a contract for legal counsel for parolees who violate the conditions of their release and are returned to prison. This contract increased by \$10,000 per year.*





## BOARD OF PARDONS AND PAROLE APPROPRIATION REQUEST SUMMARY

Request	One-time	Ongoing
Additional Technical/Clerical Staff	\$11,400	\$281,400
Restoration of COVID-19 Reduction	—	\$121,000
Electronic Records System	—	\$450,000
Defense Counsel Contract	—	\$10,000



## Challenges & Next Steps





**Utah Board of Pardons & Parole**  
**448 East 6400 South**  
**Murray, UT 84107**

